

TENNESSEE EDUCATION LOTTERY CORPORATION

Invitation to Bid

A. PURPOSE

The Tennessee Education Lottery Corporation (“**TEL**”) is soliciting bids for the following services and/or products:

Pest & Rodent Control Services

Minimum requirements for this Invitation to Bid (“**ITB**”) are defined in **Section G, SPECIFICATIONS AND REQUIREMENTS.**

B. GENERAL INFORMATION AND SCHEDULE

This ITB has been issued on Thursday, January 22, 2004. Questions and requests for clarifications relating to this ITB should be directed to Jasmine Batth, who can be reached at:

Tennessee Education Lottery Corporation
Plaza Tower MetroCenter
200 Athens Way
Nashville, TN 37228
Telephone: 615-253-1108
Facsimile: 615-253-5301
Email: jasmine.batth@state.tn.us

Delivery of the responses to this ITB via email or fax are due no later than **5:00 p.m.** Central Time on ***Thursday, February 5, 2004.***

C. EQUAL OPPORTUNITY

The TEL prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the TEL.

The TEL will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with the TEL provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the TEL.

D. MINORITY PARTICIPATION

It is an overall objective of the TEL to encourage involvement by minority contractors and suppliers in business activities generated by the TEL, while assuring that such

activities will be conducted in accordance with all applicable laws. Furthermore, in accordance with the Tennessee Education Lottery Implementation Law, it is the declared policy and intent of the TEL to strive to maximize participation of minority owned businesses to achieve a minimum participation of fifteen percent (15%) through all business contracting opportunities.

Firms interested in doing business with the TEL are required to complete Exhibit A (Minority-Owned Business Utilization Plan) and include within its bid response a short narrative describing its commitment to assist the TEL in striving to maximize participation of minority-owned businesses.

E. NON-EXCLUSIVE RIGHTS

The TEL does not intend to grant any entity the exclusive rights to provide all equipment, materials, and services required by the TEL during the period covered by any contract resulting from this ITB.

F. ACCEPTANCE

The TEL reserves the right to accept or reject any and all bid responses, and to negotiate with any or all vendor(s) in any manner necessary to serve the TEL's best interests.

G. SPECIFICATIONS AND REQUIREMENTS

The TEL is soliciting pest and rodent control services for four (4) district offices. The TEL requests that bidders describe the pricing for the pest and rodent control services on **a per office basis**. Term of agreement is anticipated to be for 24 months.

The TEL shall determine in its sole discretion the district office to be served by the successful bidder(s). No successful bidder shall have any right to provide pest and rodent control services to more than one district office.

The district offices and the square footage of each office is set forth below:

Chattanooga Office:	6016 Shallowford Road, Suite 200 Chattanooga, TN 37421 Approximate Sq Ft- 4,171
Knoxville Office:	Cedar Springs Shopping Center 9298 Kingston Pike Knoxville, TN 37919 Approximate Sq Ft-4,260
Johnson City Office:	Knob Creek Marketplace 2517 Knob Creek Road Johnson City, TN 37604 Approximate Sq Ft- 4,000

Memphis Office: Perimeter Shopping Center
5266 Summer Avenue, Suite 75
Memphis, TN 38122
Approximate Sq Ft- 6,040

Pests to be controlled within the scope of these specifications include, but are not limited to, Cockroaches, Termites, Ants, Flies, Bedbugs, Fleas, Crickets, Silverfish, Ground Beetles, Spiders, Mites, Wasps, Millipedes, Centipedes, and other stored product type pests. The primary focus of this specification is on the exclusion of pests with non-chemical strategies. The successful bidder shall employ the maximum use of EPA approved pesticides ensuring strict compliance with label directions.

NOTE: Should a call back be required for treatment not performed in a satisfactory manner it will be at no cost to the TEL.

All services shall be performed during normal working hours unless special treatments are required. Should any area require special treatment or evacuation for treatment, a schedule will be coordinated with the District Manager. Normal working hours are 8:30 AM to 5:00 PM local time, Monday through Friday.

Any damages caused by the successful bidder or his/her employees shall be restored to original condition by the contractor at no cost to the TEL.

Successful contractor will be accompanied by staff at all times.

Include in the bid response three references where you have provided a minimum of three years of service. For these references, include customer business name, contact name, address, and telephone number.

EXHIBIT A

**MINORITY-OWNED BUSINESS UTILIZATION PLAN
(MUST BE COMPLETED AND SUBMITTED AT CONTRACT AWARD)**

Company: _____
ITB: Pest & Rodent Control Services

I, _____, do certify that on the following procurement opportunity
(Vendor)

_____, the following Minority-Owned Businesses will be utilized as
(Opportunity)
subcontractors, vendors, suppliers, or provide professional services:

Name	Description of Work	Contract Value	Joint Venture (Yes/No)	% of Minority Ownership	Certified (Yes/No)	Certification Agency

(If additional space is needed this form may be duplicated)

TOTAL CONTRACT VALUE: _____

TOTAL % OF MINORITY BUSINESS PARTICIPATION : _____

I hereby certify that MOB were unavailable as defined in the EBO program to submit bids to provide goods and services for this RFP/Bid's purpose.

Reasons for the "Unavailability" :

The finalized EBO Form B shall not be changed or altered after award of a contract without approval from the Corporation. The Vendor is required to provide written notice describing the reasons for the change to the Corporation to obtain approval of any changes to this form.

Submitted by:

Authorized Representative Signature

Title

Date